

DISTRICT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory and administrative positions, the primary duty of which is managing fire suppression operations on an assigned shift. Employees of this class supervise subordinate personnel on an assigned shift by directing operations at the scene of a fire or medical emergency and evaluating the work performance of subordinates. District Fire Chiefs supervise the maintenance of records and reports, provide for the maintenance and repair of apparatus, equipment and property, perform public relations duties, and assist in the training for the department. Incumbents of this class are required to perform the duties of their positions with a high degree of independence, reporting to and having work reviewed by the Deputy Fire Chief. This class ranks directly below that of Deputy Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises department operations on an assigned shift. Assists in setting goals and objectives for the department, setting and implementing management policies, and recommends policies and objectives for consideration by a superior officer. Investigates complaints against department personnel and formulates a recommendation for consideration by superior officer. Participates in the research and planning for programs and activities of the department. Recommends changes in department operations that will help the district to obtain favorable ISO ratings. Monitors and evaluates local conditions which may become fire or safety hazards.

Responds to all alarms or emergency calls for which the department is answerable. Directs subordinate employees at the scene of a fire or other emergency and supervises fire fighting and emergency medical operations such as size-up, rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of sprinkler and standpipe systems, use of water supplies, salvage and overhaul, first aid, CPR, and emergency medical services. Takes charge of safety operations at the emergency scene. Participates in the handling of emergencies involving hazardous materials. Maintains communications between the fire scene and other authorized personnel, calling for assistance and relaying information when necessary. Coordinates firefighting personnel and law enforcement personnel at the scene of an emergency. Provides for the needs of firefighting and other emergency personnel at the scene of an

incident.

Supervises fire suppression, fire prevention, and fire support class personnel on an assigned shift by assigning work schedules, work and duty areas and approving leave. Oversees and evaluates employee work performance, reviews and writes employee evaluation reports, discusses work performance with subordinates, and counsels employees who are experiencing work problems. Resolves employee complaints and grievances. Maintains discipline among subordinates of the department by recommending disciplinary action. Provides assistance to subordinates in technical areas of work. Holds meetings with fire department personnel for the purpose of receiving reports and disseminating information.

Insures that personnel are provided training in firefighting operations, such as basic fire fighting and attack, pump operations, hydraulics, nozzle and hose handling, sprinkler and standpipe systems, rescue, salvage and overhaul, first aid, emergency medical services, CPR, the proper operation and use of firefighting apparatus, tools, and equipment, pre-fire planning, fire inspection, investigation, and safety. Personally conducts drills and evolutions, provides training in the classroom and provides informal or "on-the-job" training for subordinates.

Provides for the general care and maintenance of firefighting apparatus and equipment, stations and grounds, and other department property. Arranges for repairs and maintenance of department equipment and facilities. Inspects equipment and property after repairs to insure that repairs were properly accomplished. Directs the testing of equipment, assuring that equipment meets all applicable federal, state and local standards.

Supervises the preparation and maintenance of records and reports, such as records of activity and inventory records, by reviewing records and reports completed by subordinates and inspecting systems and facilities for keeping the records. Personally completes any forms and records assigned. Compiles and organizes data needed for reports. Prepares payroll records on subordinates and completes LFIRS reports and other forms and reports.

Coordinates the work of the department with related federal, state and local agencies, releasing information and giving assistance when needed. Answers questions for the public about operations of the fire department. Informs the public about fire department work by means of talks, demonstrations, or distribution of literature to schools, civic groups, owners and employees of public and private buildings, or any other concerned citizens. Supervises and participates in special projects related to public relations or the image of the fire department.

Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction. Manages the security of the fire scene to insure that evidence of suspected arson is not removed or damaged.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Fire Captain for at least two (2) years immediately preceding closing date for application to the board.